

SAMPLE NEIGHBORHOOD IMPACT NOTIFICATION

Date _____

Dear Business or Residential Neighbor:

On _____, 2011, our organization _____ will be producing a special event called _____ in the neighborhood. *Please describe your event in detail here and include any benefits or negative impacts to both the residential and business neighbors.*

Our event footprint (list all street closures or impacted areas) may affect your business or home in the following ways:

- X streets will be closed and not accessible to vehicle or pedestrian traffic between the hours of ____ and ____ on _____ date(s).
- Our event has amplified music/sound in the form of _____
- We expect _____ attendees to come to this event.
- Other logistical issues
- Other logistical issues

For businesses, we need to have each business sign this letter of approval and return it to us no later than _____ (choose a date three to four weeks prior to event) . Create a signature/name/date line on your letter for the businesses.

For businesses or residents, if you have comments that you'd like to make about the impact this event has on your home or business, please email our organization and the City of Seattle Special Events Committee at joanne.orsucci@seattle.gov or _____ (org's email) or write to us at:

City of Seattle
Special Events Office
7201 E. Green Lake Drive N.
Seattle, WA 98115

Organizations Name
Address
Address
City, State, Zip

The deadline for public comment on this event is (three to four weeks prior to event). Thank you.

Sincerely,